

M e m o r a n d u m

Date: April 8, 2010

To: Hanford Area

Attention: Lieutenant D. M. Puder

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.015989.010

Subject: 2010 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Hanford Area was conducted in October 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on March 23-24, 2010. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 308 items (a). The statistically-valid sample at a 95 percent confidence level \pm 5 percent error rate provided a total stratified sample size of 53 items when rounded up to the next whole number (d).

	Population Size	Percentage of Total	Calculated Sample Size	Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	122	39.61%	20.60	21
Telecommunications	112	36.36%	18.91	19
Fleet	16	5.19%	2.70	3
Weapons	58	18.83%	9.79	10
Total	308			53

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 52 of the 53 items were located. One item was transferred out of the Area by way of a CHP 266, Credit Memo – Equipment. Furthermore, three of the 52 items inspected require a correction be made to the property record. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, all 31 items inspected reconciled. Three of the items, however, require corrections to the property record. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate these minor discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by June 4, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

Hanford Area
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April 8, 2010

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.


M. C. A. SANTIAGO, CIG, CLEA
Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field
Central Division
Telecommunications Section
Office of Inspections, Audits Unit

ATTACHMENT A

**OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
HANFORD - 440
MARCH 23-24, 2010**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
Mobile Radio	R58082			X			Add assigned vehicle license plate number of 1218655.
Control Head - Mobile	R89822			X			Change assigned vehicle license plate number of 1270684.
Hand-Held Radio	R90814			X			Change assigned officer identification number to 13492.
Cellular Telephone	R99718				X		CHP 266 attached.
Mobile Radio	R43859			X			Add assigned vehicle license plate number of 1218655.
Hand-Held Radio	R68473			X			Change assigned officer identification number to 11652.
Control Head - Mobile	R78905			X			Change assigned vehicle license plate number to 1270393.

ATTACHMENT B

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY RECORD INSPECTION REPORT
HANFORD - 440**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT								
1	108463	TIMER REACTION ELECTRONIC HAND-HELD	X					
2	110681	RADAR TRAFFIC MOUNTED	041132	X				
3	112183	RADAR VEHICLE MOUNTED	041498	X				
4	120089	RADAR HANDHELD	GVP02895	X				
5	133107	CAMERA		X				
6	133514	FAX MACHINE	U6029864J726014	X				
7	142797	DIGITAL CAMERA		X				
8	145914	LAPTOP	0037069405	X				
9	145917	LAPTOP	0037069516	X				
10	145918	LAPTOP	0037069415	X				
11	147467	LAPTOP	0037134805	X				
12	147705	LAPTOP	LVP1473	X				
13	148385	LAPTOP	0037263706	X				
14	148726	COMPUTER	2UA70905H0	X				
15	151837	CAMERA	4426234306	X				
16	153291	BREATH ANALYZER SYSTEM PAS DEVICE	90103242-82	X				
17	153292	BREATH ANALYZER SYSTEM PAS DEVICE	90103240-82	X				
18	158386	PROJECTOR LCD	VT6957Z02764FJ	X				
19	164516	Uninterruptable Power Sour	AS0820131689	X				
20	77772	SHREDDER	512778	X				
21	AF01894	SCANNER 7400C #040D2001	CN18AS0378	X				
...								

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2010 ICU PROPERTY RECORD INSPECTION REPORT
HANFORD - 440**

ATTACHMENT B

	ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST									
1	130606	ROUTER	JMX0725L42Q	X					
2	139485	PRINTER	CNGXD01121	X					
3	145848	SWITCH	FOC1027Z9JL	X					
4	145916	LAPTOP	0037069375	X					
5	147706	LAPTOP	LVP1474	X					
6	148740	COMPUTER	2UA70905F5	X					
7	92313	PRINTER LJ4 PLUS P0047H0254	USFB007215	X					
8	AF01895	PRINTER DESKJET 950C #040D2001	MY09T1514R	X					

LEGEND

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ATTACHMENT C

CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
HANFORD - 440

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT										
1	R27862	Remote Console			X					
2	R311902	Telephone System	440 AI-08	40863	X					
3	R42902	Mobile Radio	1270898	9541654	X					
4	R45834	Mobile Repeater	1290358	7736317	X					
5	R47006	Mobile Repeater	1270439	7773763	X					
6	R49906	Base Station - rack type		8053367-25	X					
7	R58082	Mobile Radio			X				X	Add assigned vehicle license plate number of 1218655.
8	R65610	Hand-Held Radio	17630	MM 08-095	402AWY7848	X				
9	R67681	Hand-Held Radio	12992	MM #08-020	402AXA4131	X				
10	R69151	Hand-Held Radio	12323	402AXE8876	X					
11	R70767	Battery Charger - Radio			X					
12	R89822	Control Head - Mobile	1270393		X				X	Change assigned vehicle license plate number of 1270684.
13	R90814	Hand-Held Radio	11652	402TEE3224	X				X	Change assigned officer identification number to 13492.
14	R94186	Scanner		320Z44002998	X					
15	R94193	Scanner		320Z44003088	X					
16	R94199	Scanner		320Z44003095	X					
17	R94204	Scanner		320Z44002933	X					
18	R96202	UPS		JB0511010789	X					
19	R99718	Cellular Telephone						X		CHP 266 attached.
...										

LEGEND

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**CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
HANFORD - 440**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
EQUIPMENT TO INVENTORY LIST										
1	R43859	Mobile Radio	1270439	9542909	X				X	Add assigned vehicle license plate number of 1218655.
2	R44685	Mobile Repeater		7552998	X					
3	R68473	Hand-Held Radio	10862	AREI-08	X				X	Change assigned officer identification number to 11652.
4	R78905	Control Head - Mobile	1270684		X				X	Change assigned vehicle license plate number to 1270393.
5	R82733	Announcer - Telephone		0005001598	X					
6	R93649	Control Head - Mobile			X					
7	R94183	Scanner		320Z44002969	X					
8	R96215	UPS		JB0511003188	X					
...										

LEGEND

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ATTACHMENT D

COMMAND	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL
440	1239728	1239728	ENFORCEMENT SEDAN	2006	FOR	CRNVIC
440	1240195 ✓	1240195	ENFORCEMENT SEDAN	2007	FOR	CRNVIC
440	1248172 ✓	1248172	ENFORCEMENT SEDAN	2007	FOR	CRNVIC
440	1248576 ✓	1248576	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
440	1270393 ✓	1270393	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
440	1270439 ✓	1270439	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
440	1270684 ✓	1270684	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
440	1270898 ✓	1270898	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
440	1270958 ✓	1270958	ENFORCEMENT SEDAN	2008	FOR	CRNVIC
440	1288899	1288899	PRIMARY COLLISION FACTOR	2008	FOR	CRNVIC
440	1290358 ✓	1290358	ENFORCEMENT SEDAN	2009	FOR	CRNVIC
440	3QKM951 ✓	5WHL190	COMMANDER VEHICLES	2007	FOR	CRNVIC
440	3QUB276 ✓	1334763	PRIMARY COLLISION FACTOR	2009	DOD	CHARGER
440	C2668E ✓	1171686	MOTOR CARRIER VEHICLES	2004	FOR	VAN
440	C2783P ✓	1218655	MRE 2X4	2005	DOD	PU
440	T382	01974	TRAILERS	2006	VER-MAC	RADAR

If the vehicle has been transferred - attach CHP 57 form

VERIFIED BY: _____ DATE: _____

COMMANDERS SIGNATURE : _____

ATTACHMENT E

Department of California Highway Patrol
Complete Area Inventory
440 - Hanford

Attachment E

March 4, 2010

Officer Issued Weapons

(201) Issued to officer

ID# Last Name

First Name

Ser#Control#Comments[illegible]

Department of California Highway Patrol
Complete Area Inventory
440 - Hanford

Attachment E

March 4, 2010

Issued to officer: [REDACTED]

Officer Issued Weapons Total: [REDACTED]

Area Issued Weapons

(203) Loaner

Ser#

Control#

Comments

Loaner: [REDACTED]

(202) Issued to Area/Division

Ser#

Control#

Comments

Issued to Area/Division: [REDACTED]

(208) Dummy Field Issue

Ser#

Control#

Comments

Dummy Field Issue: [REDACTED]

Attachment E

March 4, 2010

Control#Comments

(202) Issued to Area/Division

Ser#Control#

Comments

(202) Issued to Area/Division

Ser#

Control#

Comments

(202) Issued to Area/Division

Ser#

Control#

Comments

Issued to Area/Division:

Area Issued Weapons Total:

Department of California Highway Patrol

Attachment E

Complete Area Inventory

March 4, 2010

440 - Hanford

Area Grand Total:

